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Chief, Class. & Wage Division

18 August 1951

Acting Chief Br. I, Class. & Wage Division

Area Communications Officers

SEE REVERSE FOR DECLASSIFICATION ACTION

A verbal request was received by this office from the Administrative Officer of the Office of Communications approximately 26 July 1951 requesting reallocation of the Area Communications Officer and Deputy Area Communications Officer for [] from GS-13 and 12 levels to the GS-15 and 14 levels respectively. It was felt by this office that before a sound determination could be made on the top two positions of the various areas that certain key positions on the immediate staff of the Area Officers should be reviewed at the same time in order to establish appropriate grades for all positions concerned, namely, Senior Area Ops. and Plans Officers and Senior Area Communications Security Officers both presently allocated at the GS-12 level. The following is an outline of facts obtained which are over and above the duties and responsibilities which are included in the presently approved position descriptions.

Area Communications Officer and Deputy Area Communications Officer

These two positions were formerly established where they primarily reported to the various OSO Mission Chiefs in the field and to the Chief, Communications Division, Washington Headquarters. At the present time they are set up reporting technically to the Director of Office of Communications, Washington Headquarters on area communications matters and attached to the CIA area representatives where appropriate (on a comparable basis to the OSO and OPC Mission Chief) serving as technical advisor on Communications matters for both OSO and OPC. In addition, it should be emphasized that at the time of allocation of the present Area Chief and Deputy Area Chief positions, the Comm. support to OPC operations was limited and on a small scale. The activities of OPC have now grown to encompass numerous small and large scale special projects and operations requiring unusual demands for peculiar and specialized types of communications equipment and signal and cryptographic planning in support of such operations.

The position has now been delegated the authority for determining and making final decisions regarding area communications matters where policies have been established referring only matters which would affect the over-all policy of Communications operations to the Director of Communications.

The decentralization of Communications operations and planning activities to the various areas where, by following basic procedures and standards established by headquarters, the performance of detailed planning, development of signal plans and running of Communications operations is delegated directly to the field and not performed by headquarters.

The decentralization of Communications Cryptographic security planning to the various areas where, by following basic procedures and standards established by

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Senior Area Operations and Plans Officer

This position was formerly established whereby it served as an intermediary between Headquarters and the area primarily responsible for implementing and coordinating area operational plans and procedures transmitted from Headquarters. Under the present concept of decentralization of communications operational and planning activities to the various areas, following basic procedures and standards established by Headquarters, directs and coordinates the detailed planning, development of signal plans, implementation of plans, and directs the continued operation of such activities directly in the designated area.

Senior Area Communications Security Officer

This position was formerly established whereby it served as an intermediary between headquarters and the area primarily responsible for implementing and coordinating area cryptographic and physical security plans and procedures transmitted from Headquarters. Under the present concept of decentralization of communications cryptographic and physical security planning activities to the various areas, following basic procedures and standards established by Headquarters, directs, coordinates, and performs the detailed cryptographic security planning, development of cryptographic operating procedures, physical security planning, and the implementation and operation of such plans and activities directly in the designated area.

The following are grade recommendations concerning the aforementioned positions:

Area Communications Officer	GS-15 level
Deputy Area Communications Officer	GS-14 level
Senior Area Communications Ops. and Plans Officer	GS-13 level
Senior Area Communications Security Officer	GS-13 level

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